



SPECIAL EVENT PERMIT INFORMATION

The City of Brentwood enjoys many varied special events throughout the year. These events are an important part of our community and add significantly to the quality of life for our residents and visitors. The City's intent is to encourage high-quality events that align with the City's economic, civic and community development goals and to better serve and to continuously improve the quality of life for residents of the Brentwood Community. We have put this document together to assist you in planning a successful event.

In the City of Brentwood, "Special Event" is an event which is scheduled to take place, in whole, or in part, on city property, including events which will be conducted on a city street, sidewalk, alley or other right-of-way, or other public areas.

Some events may include street closures, amplified music, admission charges, alcohol consumption, sales of goods or services, unusually large numbers of people, or the use of City property and City personnel. These requirements each have separate permit costs, related fees and various departmental approval requirements.

When turning in your application, you must:

- Thoroughly complete the application. Incomplete applications will not be accepted and will delay processing, which affects the availability of your preferred event date and/or location.
- Submit completed application a minimum of 60 days prior to the event, and no more than eighteen (18) months in advance of the event date.
- Pay a non-refundable application fee. The fee is currently \$50.00, and may be subject to change.

The applicant will receive a Conditional Notice of Approval or Notice of Denial within twenty (20) working days of submission of the Special Event Permit application. If the application is conditionally approved, the permit is not valid until verification that all conditions have been met, all fees have been paid, and permit is signed by both the Applicant and the City.

It is hoped that this information assists you in planning your event and will help answer many of your questions. For further information, please call the Parks and Recreation Department at (925) 516-5444. You may also visit our office, Monday through Friday, 8 a.m. - 5 p.m. at 35 Oak Street, Brentwood, CA 94513. Staff is happy to assist you in completing your application.



SPECIAL EVENT PERMIT REQUIREMENTS

Each Special Event Application will require specific permits and documentation. Upon completion of application the following items may be required from the applicant:

- **Map/Diagram/Plot plan of your overall event layout**
(Event layout includes and is not limited to: fenced areas and/or a route map for parades, runs, walks, marches, etc., location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; tents; rides; canopies; booths or other temporary structures; waste and recycling receptacles/dumpsters.)
- **Site/Route Map for Street or Sidewalk Closure**
(Map includes and is not limited to: surrounding street names; directional arrows; twenty (20) foot wide emergency fire lane; street closure locations and times of closure; detour plan; parking plan; Americans with Disabilities Act compliance; method of closure; list of signs; list of devices used to close the street i.e. barriers, barricades, cones, fences; parking restrictions, start and finish areas.)
- Security Plan
- Proof of Alcoholic Beverage Control License, if serving alcohol
- Proof of Encroachment Permit
- Fire Department approval/proof of permit if temporary structures are involved
- Proof of Contra Costa Environmental Health Department permit if food is being served
- Special Event Umbrella Business License
- Waste Management/Recycling Bin Service Agreement
- Insurance coverage documentation
- Seller's Permit Number
- Proof of non-profit status
- Written document of the authority of the applicant being authorized to sign the application on behalf of the organization
- If any private property is to be used for the event, applicant will provide written authorization from the property owner of the property to be used, with dates and time from beginning to end
- Flyers describing event

Common Grounds for Denial of the Special Event Application:

- Application is submitted less than 60 days prior to scheduled event start date
- Application is found to be incomplete or contain any falsehoods or misrepresentations
- Inadequate insurance coverage
- Requested venue has already been reserved on the same date and time for another event
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue
- Event organizer has violated the terms of previous event permits or damaged City property
- Event organizer has unpaid debts resulting from previous events
- Event is determined to not comply with state or local recycling mandates
- Event is in conflict with adopted rules or use or proposed facility
- Event is determined to be unsafe for the community

Appeal Process: If your Special Event Permit application is rejected or denied, or if you object to a Condition of Approval, a request for review may be submitted in writing to the City Manager or designee within 10 (ten) working days of notification of denial pursuant to BMC. 7.02.020.